



Republic of the Philippines
Province of Cavite
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. CO 41-2016
Series of 2016

District I:

[Signature]
HON. ROWENA BAUTISTA - MENDIOLA
City Councilor

[Signature]
HON. MIGUEL N. BAUTISTA
City Councilor

[Signature]
HON. SEAMIN G. GAWARAN
City Councilor

[Signature]
HON. MICHAEL E. SOLIS
City Councilor

[Signature]
HON. VENUS D. DE CASTRO
City Councilor

[Signature]
HON. ALEJANDRO F. GUTIERREZ
City Councilor

District II:

[Signature]
HON. APOLONIO I. ADVINCULA JR.
City Councilor

[Signature]
HON. REYNALDO D. PALABRICA
City Councilor

[Signature]
HON. HERNANDO C. GUTIERREZ
City Councilor

[Signature]
HON. GAUDENCIO P. NOLASCO
City Councilor

[Signature]
HON. LEANDRO A. DE LEON
City Councilor

[Signature]
HON. ROBERTO R. JAVIER
City Councilor

[Signature]
HON. VICTORIO L. GUERRERO, JR.
City Councilor - ABC Pres.

Attested by:
[Signature]
ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:
[Signature]
HON. CATHERINE S. EVARISTO
City Vice Mayor/Presiding Officer

Approved by:
[Signature]
HON. LANI MERCADO - REVILLA
City Mayor

AN ORDINANCE CREATING ONE (1) PLANTILLA POSITION IN THE CITY ENGINEERING OFFICE WITH A CORRESPONDING SALARY GRADE 18 TO BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET OF THE CITY GOVERNMENT OF BACOR, CAVITE FOR CALENDAR YEAR 2016.

Sponsored by: Coun. Apolonio I. Advincula, Jr., Coun. Miguel N. Bautista, Coun. Rowena Bautista-Mendiola, Coun. Venus D. De Castro, Coun. Leandro A. De Leon, Coun. Edwin G. Gawaran, Coun. Victorio L. Guerrero, Jr., Coun. Hernando C. Gutierrez, Coun. Alejandro F. Gutierrez, Coun. Roberto R. Javier, Coun. Gaudencio P. Nolasco, Coun. Reynaldo D. Palabrica and Coun. Michael E. Solis.

WHEREAS, on 27 July 2016, the Committee on Appointment and Government Reorganization headed by Councilor Miguel N. Bautista held a committee hearing pertaining to the proposed creation of one (1) plantilla position to address the administrative needs of the City Engineering Office.

WHEREAS, the committee report was submitted to the Sangguniang Panlungsod recommending the approval of the creation of one (1) Administrative Officer III position with Salary Grade 18 to be appropriated in the Supplemental Budget for Calendar Year 2016.

WHEREAS, the abovementioned committee report was deliberated upon and approved by the council.

NOW, THEREFORE, upon motion of Councilor Miguel N. Bautista duly seconded by all the councilors present in regular session duly assembled **BE IT ORDAINED AS IT IS HEREBY ORDAINED** by the Sangguniang Panlungsod to approve the creation of one (1) Administrative Officer III position in the City Engineering Office to be appropriated in the Supplemental Budget for Calendar Year 2016, to wit:

No. of Position	Position Title (Salary Grade) and Status	Requirements	Functions and Duties
1	Administrative Officer III (SG 18), Permanent	Education : Bachelor's Degree Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility:	1. Provides assistance in the over-all performance and delivery of quality service, particularly administrative functions of the City Engineering Office; 2. Provides general administrative support to the City Engineer; 3. Coordinates the



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Attested by:

ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE S. EVARISTO
City Vice Mayor/Presiding Officer

Approved by:

HON. LANI MERCADO - REVILLA
City Mayor

		<p>Career Service (Professional) Second Level Eligibility</p>	<p>needs/requirements and other administrative-related matters of the office;</p> <p>4. Prepares the needed correspondence, documents and reports;</p> <p>5. Oversees incoming and outgoing documents of the office;</p> <p>6. Handles schedule of seminars/conferences/meeting s/events/activities that involve participation of the City Engineering Office;</p> <p>7. Takes appropriate minutes of the meetings as required; and</p> <p>8. Performs miscellaneous job-related duties as assigned by the City Engineer or the City Mayor.</p>
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ORDAINED FURTHER, to furnish the Civil Service Commission, the Human Resources Development and Management Department, the Office of the City Budget Officer and all government offices concerned with copies of this resolution.

ORDAINED by the Sangguniang Panlungsod of Bacoor, Province of Cavite this 30th day of August 2016.

I hereby certify that the contents of the foregoing Ordinance are true and correct and that it was duly approved in accordance with law.

Certified by:

CATHERINE S. EVARISTO
City Vice Mayor/Presiding Officer

Attested by:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Approved by:

LANI MERCADO-REVILLA
City Mayor

Date of Approval: **23 SEP 2016**